

DEPARTMENT OF SECRETARY OF STATE
TRADEMARKS AND ANNEXATIONS

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

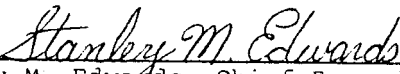
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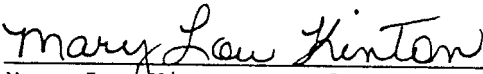
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

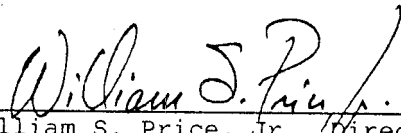
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

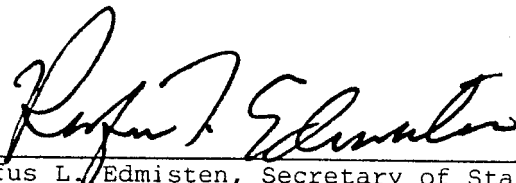
APPROVAL RECOMMENDED

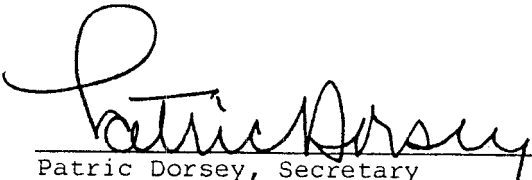

Stanley M. Edwards, Chief Records Officer
Department of Secretary of State


Mary Lou Kinton, Trademarks and Annexations
Department of Secretary of State


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Rufus L. Edmisten, Secretary of State
Department of Secretary of State


Patric Dorsey, Secretary
Department of Cultural Resources

January 26, 1990

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

WCW

**DEPARTMENT OF THE SECRETARY OF STATE
TRADEMARKS AND ANNEXATIONS**

ITEM 15616. ANNUAL ANNEXATIONS CENSUS REPORTS FILE. Annual reports listing municipality annexations registered with the Department of Secretary of State. (Reports are generated by the Census Bureau and certified by the department.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.